



STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY

WASTEWATER PLANNING GRANT

FACILITY PLAN OUTLINE AND CHECKLIST

GENERAL INFORMATION

Name of Wastewater System	
Wastewater System Number	Date
Name of Project	

INTRODUCTION

	The introduction should include the following:
<input type="checkbox"/>	A discussion of the purpose and need of the project and a brief description of the plan of study.
<input type="checkbox"/>	A discussion of the report organization (table of contents, figures, and tables can be included).

EXISTING CONDITIONS

	The report should adequately describe existing conditions for the proposed project area:
<input type="checkbox"/>	Are the boundaries of the planning areas identified?
<input type="checkbox"/>	Are the existing environmental conditions in the planning area described? Include the following topics (include maps, site plans, schematics, tables, and letters from consulted agencies as needed):
<input type="checkbox"/>	- Physiography, Topography, Geology, and Soils
<input type="checkbox"/>	- Surface and Ground Water Hydrology
<input type="checkbox"/>	- Fauna, Flora, and Natural Communities
<input type="checkbox"/>	- Housing, Industrial, and Commercial Development
<input type="checkbox"/>	- Cultural Resources (including tribal consultation)
<input type="checkbox"/>	- Utility Use
<input type="checkbox"/>	- Floodplains/Wetlands
<input type="checkbox"/>	- Wild/Scenic Rivers

<input type="checkbox"/>	- Existing Drinking Water Systems in Proposed Project Area
<input type="checkbox"/>	- Public Health Considerations
<input type="checkbox"/>	- Prime Agricultural Land Protection (Include maps)
<input type="checkbox"/>	- Proximity to Sole Source Aquifer
<input type="checkbox"/>	- Land Use and Development
<input type="checkbox"/>	- Environmental Justice
<input type="checkbox"/>	Are existing collection and treatment facilities described? Topics that should be discussed in the section include:
<input type="checkbox"/>	- Treatment facility description, condition, and operation/maintenance considerations
<input type="checkbox"/>	- Sewer system description, condition, and operation/maintenance considerations
<input type="checkbox"/>	- Wastewater flows at existing facilities
<input type="checkbox"/>	- Wasteload allocation and NPDES permit limits
<input type="checkbox"/>	- Sewer use/user charge ordinance
<input type="checkbox"/>	- Infiltration/inflow conditions
<input type="checkbox"/>	- Any violations of the Clean Water Act and the Idaho Water Quality Standards and Wastewater Treatment Requirements (IDAPA 58.01.02)
<input type="checkbox"/>	- User charges and operation and maintenance budget
<input type="checkbox"/>	- List and status of defects or deficiencies
<input type="checkbox"/>	- Other information as seems appropriate

FUTURE CONDITIONS

	The report should discuss the following topics relating to future conditions. Maps, site plans, figures, and tables can be used to complete this section.
<input type="checkbox"/>	Future growth (20-year population projection)
<input type="checkbox"/>	Forecast of flows and wasteload (20-year period)
<input type="checkbox"/>	Wastewater facilities needed for a 20-year period
<input type="checkbox"/>	Future conditions without the proposed project(s)
<input type="checkbox"/>	Land use plans for the area served by existing and future sewer facilities

DEVELOPMENT AND INITIAL SCREENING OF ALTERNATIVES

	Topics related to development and screening of alternatives that should be included in the engineering report include:
<input type="checkbox"/>	Description of problems/deficiencies with the existing wastewater system to be corrected by the project.
<input type="checkbox"/>	Development of alternatives
<input type="checkbox"/>	"No Action" alternative
<input type="checkbox"/>	Optimum operation of existing facilities
<input type="checkbox"/>	Regionalization

<input type="checkbox"/>	How unsewered areas in and around the community will be dealt with
<input type="checkbox"/>	Conventional collection systems
<input type="checkbox"/>	Alternative conveyance systems
<input type="checkbox"/>	Evaluation of sewer alignments
<input type="checkbox"/>	Wastewater management options:
<input type="checkbox"/>	- Conventional technologies
<input type="checkbox"/>	- Innovative and alternative technologies
<input type="checkbox"/>	- Low-cost alternatives for smaller communities
<input type="checkbox"/>	- Municipal treatment wastes from industrial and federal facilities
<input type="checkbox"/>	- Staged construction
<input type="checkbox"/>	- Multiple purpose projects
<input type="checkbox"/>	- Other technologies

FINAL SCREENING OF PRINCIPAL ALTERNATIVES AND PLAN ADOPTION

<input type="checkbox"/>	Final screening of alternatives and plan adoption should include the following areas of evaluation:
<input type="checkbox"/>	Evaluation of costs:
<input type="checkbox"/>	- Present worth analysis
<input type="checkbox"/>	- Capital costs and financing plan
<input type="checkbox"/>	- Operation and maintenance costs
<input type="checkbox"/>	- Salvage value
<input type="checkbox"/>	- Reliability of alternatives
<input type="checkbox"/>	- Implementability
<input type="checkbox"/>	- Cost escalation factors for energy use
<input type="checkbox"/>	- Comparison of costs of alternatives
<input type="checkbox"/>	Final Public Input

SELECTED PLAN DESCRIPTION AND IMPLEMENTATION ARRANGEMENTS

<input type="checkbox"/>	This section should include activities that normally follow selection of the best alternative. As a minimum this section should include:
<input type="checkbox"/>	Justification and description of selected plan.
<input type="checkbox"/>	Preliminary design of selected plan (include maps and site plans). Include computer model of flows.
<input type="checkbox"/>	Cost estimates for the selected plan including monthly charges. What will be the added cost to the customer?
<input type="checkbox"/>	Environmental impacts of the selected plan. An Environmental Information Document (EID) must be prepared for the project. The environmental impacts of most wastewater projects will be minimal and can be covered under a Categorical Exclusion. However, in those cases where more substantive environmental issues are identified, a more thorough review will be necessary.

Form I.
Facility Plan and Outline Checklist

<input type="checkbox"/>	Any of the following elements for implementation that are applicable need to be included:
<input type="checkbox"/>	- Intermunicipal service agreements
<input type="checkbox"/>	- Financing arrangements
<input type="checkbox"/>	- Operation and maintenance requirements
<input type="checkbox"/>	- Project Schedule
<input type="checkbox"/>	- Certification of operator(s)

APPENDICES

	Any of the following items that are applicable need to be appended to the engineering report.
<input type="checkbox"/>	Relevant engineering data.
<input type="checkbox"/>	User charge ordinance and latest operations and maintenance budget.
<input type="checkbox"/>	Environmental information document and decision notice (FONSI, Categorical Exclusion)
<input type="checkbox"/>	Additional maps, charts, figures, and tables as needed.
<input type="checkbox"/>	Mailing list and correspondence relevant to the facility plan and environmental document (such as letters and documented contacts from agencies regarding impacts on fauna and flora, wetlands, floodplains).
<input type="checkbox"/>	Public participation information.
<input type="checkbox"/>	List of documents consulted.
<input type="checkbox"/>	Water quality test results.
<input type="checkbox"/>	Infiltration/inflow analysis results